

Records

Executive Registry
6-9142

Document No. - 4
No Change In Class. <input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified
Class. Changed to: TS 88
Next Review Date: 88
Auth.: HR 70-2
Date: 12-11-78 By: 36

13 April 1955

MEMORANDUM FOR: Deputy Director (Support) (Info) - 2
 Deputy Director (Intelligence) - 10
 Deputy Director (Plans) - 17
 Director of Communications - 3
 Director of Personnel - 5
 Director of Training - 3
 Director of Security - 10
 Director of Logistics - 9
 Chief, Medical Staff - 3
 Comptroller - 3
 Inspector General - 1
 General Counsel - 1

*Note: Attachment
 destroyed before
 sending to Records
 center.
 mtr*

25X1A
 SUBJECT : Proposed Notice [REDACTED] Records Management,
 Forms Management - Numerical Forms Indexes
 (Job #971-TT)

1. Subject issuance is submitted for concurrence and comment.
2. This notice provides three indexes of forms approved for use in this Agency:

Attachment 1 - Index of Current CIA Forms
 Attachment 2 - Index of Current Standard Forms and Other Government Agency Forms
 Attachment 3 - Index of Obsolete CIA Forms

The listings are current as of 31 December 1954.

3. Working level collaboration was effected on a previous draft of the notice with Area Records Officers throughout the Agency. Recommended changes have been incorporated in this draft. As a result of this coordination 125 forms of other Government agencies, including a number of Standard Forms were declared applicable to the Agency, and 129 forms were declared obsolete, which resulted in the development of attachment 3.